

South Bend Lead Protection Program Application Documentation Requirements

An applicant must turn in all the applicable information to be considered for assistance. Additional information may be requested at any time during the grant process and is subject to a household's circumstances. Required documentation is subject to change based on grant requirements or Department of Housing and Urban Development (HUD) guidance.

Documentation of **ALL** income for **EVERY** household member 18 or older is required.

- **Application:**
 - Completed and signed; complete enclosed forms that apply to your household.
- **Employment from a job:**
 - Regular: **Two (2) consecutive months** most recent paystubs for each employed applicant and/or employed household member.
 - Sporadic or seasonal – Twelve (12) months of income documentation.
- **Self-employment:**
 - For income from your own business, commonly called self-employment, provide Schedule C (form 1040) with your federal returns and complete the Verification of Income From Business form to report income now showing on tax returns and project income for the entire current year.
 - Applicants who are self-employed must provide 2 most recent FEDERAL and STATE tax returns with W-2s (2018 and 2019 or 2020 if available) AND a recent copy of their earnings in a statement from the Social Security Administration. The amount must agree on both documents. If the applicant does not file taxes or report their earnings to the government, the income cannot be verified, and they are ineligible for the program.
- **Unemployed:**
 - A Zero Income Certification Form is required for all members in your household (age 18 or over) with zero income.
- **Other Income:**
 - Include documentation for any other income that applies:
 - Alimony payment documentation
 - Child Support print-out
 - Social Security benefit statement for the current year
 - Pension letter
 - Adoption Subsidy
- **Checking and Savings:**
 - Six most recent Bank Statements for all checking accounts. The statements must be complete; bank statement format; all pages; show the name of the financial institution, your name, the account number, balance sheet and detail of transaction.
 - The **most recent** savings account statement for all savings accounts.
- **Assets:**
 - Two most recent statements for all asset accounts, such as other savings, investment, money market, stocks and retirement accounts.

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- **For Owner-Occupants and Landlords**

- **Property Ownership:**

A copy of the recorded deed that indicates the applicant is the homeowner. **ALL** persons listed on the deed must also be listed on and must sign the application. If one person is deceased, a death certificate must be provided. If one person is not living in the household, proof of that person's other address is required.

- **Property Insurance:**

Declaration page indicating paid current property insurance coverage and levels and types of coverage. Replacement coverage must be equal to or greater than the assessed or appraised value and maintained at a level to cover any outstanding property debt liability plus the proposed level of the lead hazard reduction/healthy homes grant.

- **Taxes:**

A copy of the applicant's most recent real estate tax bill including proof of payment for installments that have become due.

- **For Tenants:**

- **Rental Assistance:**

If receiving a tenant-based Section 8 voucher – a copy of the Housing Assistance Payment (HAP) contract and current HAP amendment from the Section 8 agency showing the amount of rental assistance.

If receiving a project-based Section 8 voucher – a copy of the current HUD form 50059 showing the amount of rental assistance.